

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF 6/17/08

Convened: 6:30 p.m.

Present: David Menter
Kevin Johnston
Jeffrey Bryan
Andrew Artimovich
George Waldron

The Board met and reviewed payroll, accounts payable, and signed the register. The Board reviewed and signed the recreation register.

The Selectmen read the weekly Treasurer's report. The Board signed the following bond documents, which also need the Treasurer's signature: the general obligation bond in the amount of \$947,045; 4 copies of Signature and No Litigation Certificate with Receipt; 4 copies of No Arbitrage and Tax Certificate; and 4 copies of IRS Form 8038-GC signed by chairman Menter.

The Board reviewed and adopted the following policies:

- *Time Card Policy:* Motion made by Artimovich to adopt the policy, seconded by Johnston. All voted in favor.
- *Employee Evaluation Policy:* Artimovich made a motion, seconded by Waldron, to adopt the policy. All voted in favor.
- *Anti-fraud Policy:* Policy was adopted after a motion by Artimovich, seconded by Waldron, and a vote in favor by all members.
- *Ethics Policy:* Artimovich made a motion, seconded by Bryan, to adopt the policy. All members voted in favor.

Johnston made a motion to approve the minutes of the June 3, 2008 meeting. Motion was seconded by Bryan; all voted in favor.

The Board discussed the proposals submitted by the 2 Engineering firms for the Crawley Falls Bridge work. Julie said she spoke with Nancy Mayville at the DOT and she said it is ok that we only received 2 proposals as long as we have it all documented in a letter to the DOT. Bryan made a motion to accept Hoyle, Tanner & Associates as the Selectmen's first choice. Motion was seconded by Artimovich; all voted in favor.

The Selectmen opened the bids for the installation of air conditioning at the BCC. They received 2 bids; 1 from Bruce Hermeneau and 1 from Dan Sturtevant. Hermeneau's bid included using the existing duct work and 2 condensers for a cost of \$6,537.91, excluding electrical work. Sturtevant did not feel the existing duct work would allow for a system which would adequately cool the building. His proposal is for the installation of 2 tri-zone 36,000 btu cooling ductless systems at a cost of \$12,600. The Board discussed their opinions on whether or not the existing duct work could be used. They would like Cleo

Castonguay called to see if he would be willing to meet with the Selectmen and give his opinion on what would work.

Gil Tuck was in with 1 building permit for George Whiteman of 326 Rte 125 to upgrade the electrical system. The Selectmen signed the permit. Tuck reported on his findings from his site walk at Fahey Lumber. He stated that what is there is not what is on the site plan but, what he found is not what was reported by Mr. Croteau 2 weeks ago. Mr. Croteau claimed that Fahey is adding a second story office in one of the buildings. Tuck said that they are simply adding a staircase to access the 2nd floor for storage.

At 7:00 p.m. Menter welcomed all the department heads to the meeting. Julie began by explaining the following:

- Included in with this week's paychecks are Rate of Pay Confirmation Forms which need to be signed and returned. The forms simply state each employee's rate of pay, what our pay period is, when pay day is, and what benefits are offered. This is to keep us compliant with Department of Labor requirements.
- This year, due to professional auditing standards, Plodzik & Sanderson looked at internal control matters. One of their findings that resulted from this was that we need to put policies in place for code of ethics, anti-fraud, conducting employee evaluations, computer & internet use, credit card usage, and disaster recovery. The code of ethics policy, anti-fraud policy and employee evaluation policies were approved tonight. Copies of all of them will be sent around to department heads to copy for their employees.
- The employee evaluation policy requires that probationary evaluations be conducted after 90 days of employment, and that all employees receive an annual evaluation each fall. The annual evaluations will be the basis on which increases are recommended. Sample evaluation forms are available from Julie.
- Another finding that the auditors had was that all town employees should turn in individual time cards which indicate vacation, sick, and holiday time used. In addition, each time card should be signed by the employee and verified with a supervisor's signature. This policy will go into affect as of the pay week beginning June 22, 2008. Copies of this policy will be distributed.

Kathy St. Hilaire & Jessica Pimental reported on the Recreation Commission and Playground committee. The playground will be installed on 7/12. All volunteers are welcome. Pike Industries and Quikrete are among the local businesses donating materials. St. Hilaire thanked the highway department for the great job they've done maintaining the fields. Pimental commented on the increased interest in renting the BCC. We continue to get positive feedback from all renters. Menter praised Pimental for the great job that she's been doing in her new position as Recreation Director.

Bob Gilbert was in for the Library Trustees. He said they would like clarification from the auditors regarding the analysis of their deposits and their issue with the untimeliness of some of them. Julie will print out the RSA which deals with this as well as make a call to the auditors and report back to Bob. As requested, Bob reported that last year the

library used 2600 gallons. Menter thanked Gilbert, who is a member of the New England Blacksmiths, for all of the items they are donating to the BRC.

Town Clerk/Tax Collector, Phyllis Thompson, stated that tax bills are out and the payments are coming in slowly.

Bruce Stevens, chairman of the Planning Board, said their budget looks good. There is not much development going on. They have been working on the Master Plan chapters. Stevens discussed a new state law that looks as though it will pass that requires that 51% of the town be zoned to allow more affordable housing. This would go into effect next July and may require some zoning changes.

Wayne Robinson, as Police Chief, informed the Board that his budget doesn't look too bad. They have been steady with calls night and day. They are awaiting information regarding the delivery date of the new cruiser.

Concerning the Highway Department, Wayne Robinson said that the vehicle maintenance and fuel line items are already used up. The fuel pumps at the highway shed have been locked in at the request of the auditors. South Road is complete. Excess money left in the warrant article for road maintenance will be used to shim Block Drive.

Fire Chief Kevin Lemoine said their budget looks pretty good other than oil and unscheduled maintenance.

Phyllis Thompson asked what the surplus was determined to be by the auditors. Julie explained that we haven't received all the audit documents yet, but when we do she will get back to her.

At 7:30 p.m., Menter asked if there were any more comments or questions. With no response, Menter closed the department head meeting and thanked them for coming.

Robinson, representing the highway department, asked permission from the Selectmen to replace a guard rail on Dalton road which was taken out as a result of an auto accident. The Board said it is ok to replace it. Robinson, as Police Chief, reviewed an animal control incident that recently occurred. As a result of some miscommunication issues, the Police Department has a new plan in place for handling animal control incidents.

The Board reviewed the notes:

- Roger Savage had stopped in and talked to Julie as his property valuation had returned to the original amount before the abatement that he was given due to the situation at Siegal's property. He claims that Siegal has not stopped the commercial activity at his property. Johnston & Bryan said they drive by that location often and have seen no evidence of Savage's allegations. If Savage does not agree with the valuation, he can follow the normal abatement application process.

- A resident from Merrill Circle whose septic system has failed called RCCD asking them to come to his property along with the individual from the state that did the final inspection. The resident believes the system was improperly installed. RCCD explained that this is a civil matter and they should not be involved in it. He has made an appointment for the 7/1 meeting. The Selectmen agreed that it is a civil matter and asked Julie to phone the resident to share their feelings on the matter and see if he'd like to cancel his appointment.
- The Board agreed to allow the Historical Society to sell baked goods at the primary elections.
- The Selectmen approved the purchase of 50 additional recycling bins as the first batch is almost gone.
- Menter and Artimovich will attend an Emergency Management Training at the Fire Station on Saturday 7/21.
- The Board would like Julie to call Ernie Atwater regarding insurance and a start date for the Grange Hall roof work.
- Mr. Berdeen has been approved for a reverse mortgage and should close on it in 7-10 days. The first check will be cut to the Town of Brentwood for his taxes and Marjorie Haase's.
- The Board reviewed a bill from Beals Associates for the Lindon ball field lot line adjustment. The bill was higher than anticipated and the Selectmen would like Julie to call and ask them to review the bill.
- Bryan gave a quick update on the Fire Station Building Committee meeting which took place on 6/16. They had a good turnout of audience members which provided feedback and advice. They would like another article in the next newsletter regarding next month's meeting.

The Board signed the following documents:

- A memo to Chief Robinson & Phyllis Thompson regarding the DARE and 4th of July Accounts.
- 2 Timber tax warrants and 2 Certifications of yield taxes assessed.
- Intent to cut notices for Jeffrey Hirsch, Dennis Hayward, and Joyce & Sidney Gove.
- Artimovich made a motion to allow the Conservation Commission to use the Town Seal on a brochure they are having produced by the NH Estuaries Project. Motion was seconded by Johnston; all voted in favor.

At 8:15 p.m. Bryan made a motion, seconded by Artimovich, to adjourn. All voted in favor.

Respectfully submitted,

Julie Stevens

